

# **Campaign Finance Electronic Data Interchange Tab-Delimited Filing Specification**

## **Version 2.5**

Colorado Secretary of State

20 October 2008

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## **Overview**

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This document details how to build a Campaign Finance report data file to submit electronically to the Colorado Secretary of State. This document is written for committees who package their own report for eFiling and for software vendors who wish to create a software package for end users allowing them to file documents electronically with the Secretary of State without having to re-type the information into the Colorado Secretary of State's web application, for ASP's who wish to do the same, or even for the individual committee with the resources to take on custom software programming.

With each of the line items associated with a report (contribution, expenditure, loan, loan payment and contribution), we encourage you to include your reference id, the alphanumeric identifier your system attaches to the line item. Our error reports to you can be more helpful this way.

## **Data Types**

This section describes the data types that are accepted at the filing site. Note that there are five types of fields listed in the following record layouts.

- Char(n). This is a character field. Any field listed as character can have any alphanumeric information as well as punctuation. Maximum lengths are in parenthesis. Please be aware that use of lowercase alpha information will be converted to uppercase alpha information. Note that this field cannot have the backslash (\) character or any line feed characters.
- Integer. Only digits are allowed in this type of field.
- Date. Please make all dates MM/DD/YYYY format.
- Money. The amount should be specified without commas and a dollar sign. The decimal is optional for whole dollars. If there is a decimal, there should always be at least one digit to the left of the decimal, even if the amount is a fraction of a dollar (this is the only case in which leading zeros are advocated). Valid examples: 5.01, 0.25, 25.7, 43. Invalid examples: 3.731, \$5.25.
- Decimal. Like money. Example: interest rate in the LOAN file (page 8).

## **File Naming/Cardinality**

### **Naming**

A filing is the data that fulfills the reporting requirement for a given committee/reporting period combination. A filing will consist of nine text files (line-oriented ASCII files, each line terminated by a line feed or carriage return/line feed). The CONTROL.txt and REP.txt file have only one record, the other files have zero-to-many records (see the cardinality section of this document). There is a specifically-named folder tying the nine files together. For a given committee/reporting period, the folder name will be CommitteeID\_MMDDYYYY, where 'CommitteeID' is the Secretary of State Committee ID and 'MMDDYYYY' is the **ending date** (there are no '/' slash separators in the file name – the **only** exception to the Date format specified in the previous section) of the reporting period. Example: 19990300006\_03312002 would be the folder name for Secretary of State Donetta Davidson's March 31, 2002 report. Please note the **ending date** for the reporting period is NOT the **due date**. (please reference election calendars on our web site - <http://www.elections.colorado.gov/DDefault.aspx?tid=856>).

**The nine files are:**

|   |
|---|
| Control – file name = ‘CONTROL.txt’                     |
| Report – file name = ‘REP.txt’                          |
| Contribution - file name = ‘CONTRIB.txt’                |
| Expenditure - file name = ‘EXPEND.txt’                  |
| Loan - file name = ‘LOAN.txt’                           |
| Loan Payment - file name = ‘LOANREPAY.txt’              |
| Contribution Repayment - file name = ‘CONTRIBREPAY.txt’ |
| Expenditure Return – file name = ‘EXPENDRETURN.txt’     |
| Electioneering Candidates – file name = ‘ELCTNR.txt’    |

For example, the disclosure file for committee 19990300006, with a report ending on 03/31/2002 (due 04/15/2002), would consist of the zipped items:

Folder named 19990300006\_03312002, containing:

CONTROL.txt – this file contains authentication information.

REP.txt- this file contains all report header information.

CONTRIB.txt - this file contains itemized contributions for the reporting period.

EXPEND.txt - this file contains itemized expenditures for the reporting period.

LOAN.txt - this file contains new loans received during the reporting period.

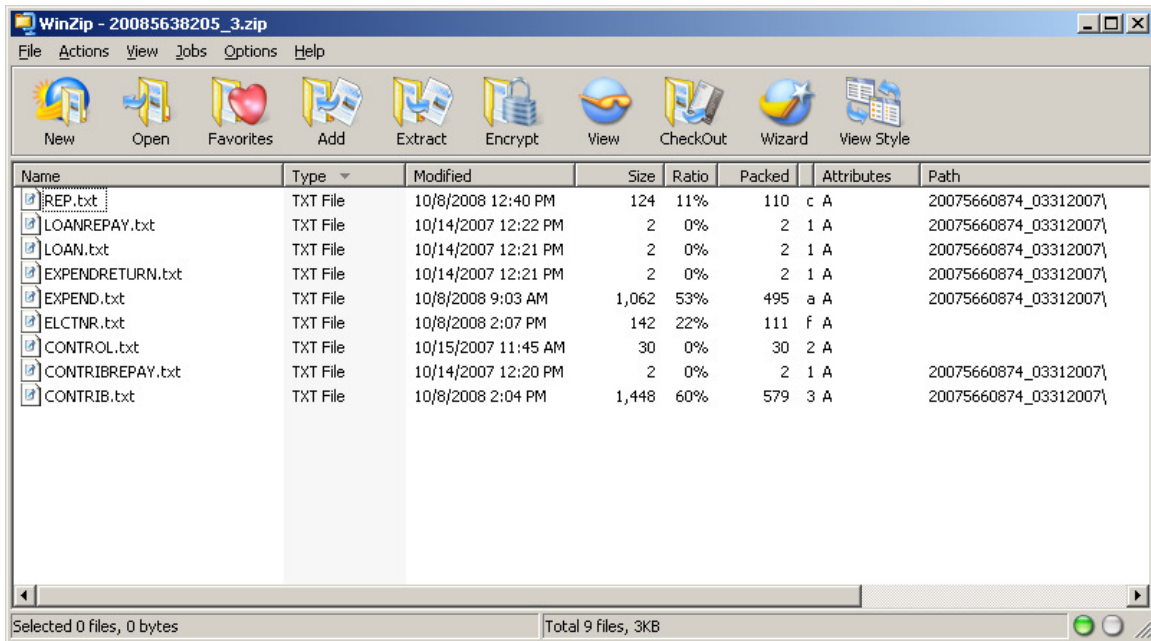
LOANREPAY.txt - this file contains loan payments made during the reporting period.

CONTRIBREPAY.txt - this file contains contribution repayments (returns) made during the reporting period.

EXPENDRETURN.txt - this file contains expenditure returns made during the reporting period.

ELCTNR.txt – this file contains candidate information for an electioneering expense. This file is required only when an expenditure is an electioneering expense as indicated as a new expense type called Electioneering.

The following picture shows the contents of a sample ZIP file. As in the example each of the above files must be saved in a folder with the same name as the zip file itself. ***The 9 files must be named exactly as in the example. The only required file is the REP.txt file. All others are optional and don’t need to be provided if there’s no data to report on.***



## Cardinality

The nine files have the following numbers of records:

| File                                    | Number Records (Lines) |
|---|------------------------|
| Control (CONTROL.txt)                   | 1                      |
| Disclosure Report Summary (REP.txt)     | 1                      |
| Contributions (CONTRIB.txt)             | 0 to many              |
| Expenditures (EXPEND.txt)               | 0 to many              |
| Loans (LOAN.txt)                        | 0 to many              |
| Loan Repayments (LOANREPAY.txt)         | 0 to many              |
| Contribution Returns (CONTRIBREPAY.txt) | 0 to many              |
| Expenditure Returns (EXPENDRETURN.txt)  | 0 to many              |
| Electioneering (ELCTNR.txt)             | 0 to many              |

## Field Separators, Delimiters

The field separator in each file is the tab character. ***There must be no embedded tabs or carriage returns in the data.***

Strings may be enclosed in double quotes. (The CPF import will strip any double or single quotes surrounding the data.)

## Layouts and Rules

### Overview/Legend to Tables

*In the 'Format' column for each file, please pay attention to 'not null'. If a field is listed as 'not null', that field **must** have a value. ***The omission of values for 'not null' fields will be cause for rejection.****

### The CONTROL.txt file:

| Column       | Format              | Description   |
|--------------|---------------------|---|
| user_id      | Char(50) – not null | Assigned by the Colorado Secretary of State. This is the committee login user ID. |
|              | Blank               | Leave this second column blank.   |
| committee_id | Char(11) – not null | This is your 11 character SOS committee ID.                                       |

**The REP.txt file:**

| Column             | Format            | Description  |
|--------------------|-------------------|--|
| regular            | Char(1)           | 'X' or null – regular scheduled report   |
| termination        | Char(1)           | 'X' or null – termination report   |
| re_end_date        | Date not null     | Actual report ending date – same as used in file name                                |
| re_beg_balance     | Money not null    | Reporting period beginning balance   |
| re_item_contrib    | Money not null    | Sum of itemized contributions in the report  |
| re_nonitem_contrib | Money not null    | Aggregate Non-itemized contributions for the reporting period                        |
| re_loan_receipt    | Money not null    | Sum of loan receipts in the report   |
| re_other_receipt   | Money not null    | Aggregate other receipts (interest, dividends, etc.) for the reporting period        |
| re_item_ik         | Money not null    | Itemized in-kind (non-monetary) contributions for the reporting period               |
| re_nonitem_ik      | Money not null    | Aggregate non-itemized in-kind (non-monetary) contributions for the reporting period |
| re_item_expend     | Money not null    | Sum of itemized expenditures in the report   |
| re_nonitem_expend  | Money not null    | Aggregate non-itemized expenditures for the reporting period                         |
| re_loan_repay      | Money not null    | Sum of loan payments in the report   |
| re_repay_contrib   | Money not null    | Sum of contribution repayments in the report   |
| re_returned_expend | Money not null    | Sum of returned expenditures in the report   |
| re_end_balance     | Money not null    | Reporting period ending balance  |
| re_fin_inst_nm     | Char(80) not null | Financial Institution Name   |
| re_street          | Char(50) not null | Financial Institution Street   |
| re_city            | Char(30) not null | Financial Institution City   |
| re_state           | Char(2) not null  | Financial Institution State  |
| re_zip             | Char(15) not null | Financial Institution Zip  |

**Notes:** The 'regular' and 'termination' flags indicate the type of report being file. An error will occur if both contain an 'X' or if both are blank. An "X" in the column called "regular" indicates that the report is a regular report. The "X" in the termination column indicates to the CPF import that you are filing a termination report. A termination report must have an ending balance of \$0.00. Also, a termination report closes the committee. Please email [cpfhelp@sos.state.co.us](mailto:cpfhelp@sos.state.co.us) if you have questions about termination reports.



The beginning balance must be the ending balance of the most recently filed disclosure report or adjustment report filed on our system. In kind (non-monetary) amounts (re\_item\_ik, re\_nonitem\_ik) do not count towards a reports ending balance (re\_end\_balance). The report formula used is:

*Beginning balance*  
*+ itemized contributions*  
*+ nonitemized contributions*  
*+ loans received (sum, loan table, for reporting period)*  
*+ expenditure returns*  
*+ other receipts*  
*- itemized expenditures*  
*- nonitemized expenditures*  
*- loan repayments*  
*- contribution repayments (sum, contrib\_repay, for reporting period)*  
*= Ending balance*

Amendments are no longer filed by restating reports. The online adjustment mechanism can be used to add line items omitted in a report, correct misstated line items, and correct categories such as non-itemized contributions or other receipts. At present there is no EDI amendment or adjustment mechanism – corrections of this nature must be filed online.

**The CONTRIB.txt file:**

| <b>Column</b>     | <b>Format</b>     | <b>Description</b>   |
|-------------------|-------------------|--|
| reference_id      | Char(10)          | Reference ID   |
| cb_amount         | Money not null    | Contribution amount. Must be a valid dollar amount greater than 0.00.  |
| cb_cycle_amount   | Money             | Aggregate amount from this contributor to this committee, current election cycle   |
| cb_date           | Date not null     | Contribution date – date contributed to committee  |
| cb_org_name       | Char(150)         | The Organization name if the contributor is not an individual. REQUIRED if the contribution is NOT from an individual.   |
| cb_first_name     | Char(150)         | The contributor's first name if the contributor is an individual. REQUIRED if the contribution IS from an individual.  |
| cb_last_name      | Char(150)         | The contributor's last name if the contributor is an individual. REQUIRED if the contribution IS from an individual.   |
| cb_ik_flag        | char(1) not null  | Is contribution non-monetary ('in kind')? – 'Y' = yes, 'N' = no  |
| cb_indiv_flag     | char(1) not null  | Contribution from an individual? – 'Y' = yes, 'N' = no   |
| cb_mem_flag       | Char(1) not null  | Contribution from a membership organization? - 'Y' = yes, 'N' = no   |
| cb_street         | Char(50) not null | Street address, contributor  |
| cb_city           | Char(30) not null | Contributor city   |
| cb_state          | Char(2) not null  | Contributor state  |
| cb_zip            | Char(5)           | Contributor zip  |
| cb_desc           | Char(100)         | Description  |
| cb_employer       | Char(80)          | Contributor's employer (Amend 27)  |
| cb_occupation     | Char(80)          | Contributor's occupation (Amend 27)  |
| cb_other_flag     | Char(1) not null  | Contribution from neither an Individual or Membership Organization? – 'Y' = yes, 'N' = no  |
| cb_mem_population | Integer not null  | If cb_mem_flag is 'Y', the number of member donors in the organization. If cb_mem_flag is 'N' this value defaults to 0.  |
| electneer_ref_id  | Integer           | An electioneering reference id of your choosing to indicate that a contribution is for an electioneering expense. If one is entered it must match an electneer_ref_id on an expenditure record and and ELCTNR.txt file must be included. |

**Notes: When cb\_ik\_flag = 'Y', then cb\_desc must be provided.**

The reference\_id is your reference ID for the contribution (optional). This can help us identify contributions against which you file repayment.

**Only one of cb\_indiv\_flag, cb\_mem\_flag or cb\_other\_flag should be 'Y'. The other two should be 'N'.** Technically, contributions from membership organizations (and the size of the membership organization) are relevant to Small Donor committees only.

Discontinuation of cb\_indiv\_flag and cb\_other\_flag is being evaluated by the Department of State. The justification for gathering this data pertains only to employer/occupation – under Amendment 27, if an individual contributes more than \$100 in a cycle, the employer/occupation must be provided.

Please note that **Amendment 27 specifies when employer, occupation and membership organization must be specified**, and ultimately you are responsible for same (data will be loaded even if non-compliant).

**The EXPEND.txt file:**

| Column          | Format               | Description  |
|-----------------|----------------------|--|
| reference_id    | char(10)             | Reference ID   |
| ex_comm_flag    | char(1)              | 'X' means expenditure paid to a committee  |
| ex_name         | char(150) not null   | Expenditure recipient  |
| ex_street       | char(50) not null    | Street address, recipient  |
| ex_city         | char(30) not null    | City, recipient  |
| ex_state        | char(2) not null     | State, recipient   |
| ex_zip          | char(5)              | Zip, recipient   |
| ex_date         | date not null        | Date of expenditure  |
| ex_purpose      | char(150,4) not null | Purpose of expenditure (mandatory)   |
| ex_amount       | Money not null       | Expenditure amount . Must be a valid dollar amount greater than 0.00.  |
| ex_type         | char(6) not null     | Expenditure type. REQUIRED. Valid values are <a href="#">ELCTNR</a> , or <a href="#">OTHER</a>   |
| ex_media_type   | char(8)              | Electioneering expense media type. Current valid values are: <a href="#">BBOARD</a> , <a href="#">DOOR</a> , <a href="#">INTERNET</a> , <a href="#">MAIL</a> , <a href="#">NEWS</a> , <a href="#">RADIO</a> , <a href="#">TV</a> , <a href="#">OTHER</a> . The media type is required if the expenditure type equals ELCTNR. |
| elecneer_ref_id | Integer              | An electioneering reference ID of your choosing to indicate that an expenditure is an electioneering expense. If one is entered it must match a reference  |

|  |  |   |
|--|--|---|
|  |  | ID for a record in the included ELCTNR.txt. |
|--|--|---|

| Expenditure Types | Description                        |
|-------------------|------------------------------------|
| ELCTNR            | Electioneering                     |
| OTHER             | Anything other than electioneering |

| Expenditure Media Types | Description                                       |
|-------------------------|---|
| BBOARD                  | Billboard advertising                             |
| DOOR                    | Door to door advertising                          |
| INTERNET                | Internet advertising                              |
| MAIL                    | Mailings  |
| NEWS                    | Newspaper   |
| RADIO                   | Radio   |
| TV                      | Television  |
| OTHER                   | Other electioneering media types not listed above |

**Notes:** The expenditure reference id is your (optional) reference ID for the expenditure.

**The LOAN.txt file:**

| Column       | Format                | Description                           |
|--------------|-----------------------|---------------------------------------|
| reference_id | Char(10)              | Reference ID                          |
| lo_source    | char(150) not null    | Lender                                |
| lo_street    | char(50) not null     | lender street                         |
| lo_city      | char(30) not null     | lender city                           |
| lo_state     | char(2) not null      | lender state                          |
| lo_zip       | char(5)               | lender zip                            |
| lo_amount    | Money not null        | loan amount received                  |
| lo_interest  | Decimal(7,4) not null | interest rate, example: 8.25% = 8.25  |
| lo_date      | Date not null         | date of loan                          |
| lo_due_date  | Date not null         | date due                              |
| lg_name      | Char(150)             | loan guarantor name, if any           |
| lg_date      | Date                  | Date of loan guarantee, if applicable |

|           |          |                                      |
|-----------|----------|--------------------------------------|
| lg_street | Char(50) | loan guarantor street, if applicable |
| lg_city   | Char(30) | loan guarantor city, if applicable   |
| lg_state  | Char(2)  | loan guarantor state, if applicable  |
| lg_zip    | Char(15) | loan guarantor zip, if applicable    |

**Notes:** The loan reference ID your (optional) reference ID for the loan.

#### The LOANREPAY.txt File:

| Column          | Format             | Description   |
|-----------------|--------------------|---|
| reference_id    | Char(10)           | Reference ID  |
| lo_reference_id | Char(10)           | Reference ID to loan being paid down                                  |
| lp_source       | Char(150) not null | Lender  |
| lp_street       | Char(50) not null  | lender street   |
| lp_city         | Char(30) not null  | lender city   |
| lp_state        | Char(2) not null   | lender state  |
| lp_zip          | Char(5)            | lender zip  |
| lp_amount       | Money not null     | Loan payment amount. Must be a valid dollar amount greater than 0.00. |
| lp_date         | Date not null      | Date of loan payment  |
| lp_desc         | Char(100)          | Description   |

**Notes:** The loan payment reference ID is your (optional) reference ID for the loan payment. The loan reference\_id is your (optional) reference ID for the original loan.

#### The CONTRIBREPAY.txt File:

| Column          | Format             | Description  |
|-----------------|--------------------|--|
| reference_id    | Char(10)           | Reference ID   |
| cb_reference_id | Char(10)           | Reference ID to the contribution being returned      |
| cb_name         | Char(150) not null | Contributor name, preferred format 'Last, First, MI' |
| cb_street       | Char(50) not null  | Street address, contributor                          |
| cb_city         | Char(30) not null  | Contributor city                                     |
| cb_state        | Char(2) not null   | Contributor state                                    |
| cb_zip          | Char(5)            | Contributor zip                                      |
| cb_date         | Date not null      | Original contribution date                           |

|           |                |  |
|-----------|----------------|--|
| cp_date   | Date not null  | Date repaid  |
| cp_amount | Money not null | Amount repaid (does not have to be full amount of original contribution). . Must be a valid dollar amount greater than 0.00. |
| cp_desc   | Char(100)      | Description  |

**Notes:** The reference\_id, cb\_reference\_id are your (optional) reference IDs for the repayment and original contribution, respectively.

**The EXPENDRETURN.txt File:**

| Column          | Format             | Description   |
|-----------------|--------------------|---|
| reference_id    | Char(10)           | Reference ID  |
| ex_reference_id | Char(10)           | Reference ID to expenditure being returned  |
| er_name         | Char(150) not null | Name, person or organization returning the expenditure  |
| er_street       | Char(50) not null  | Street address, person or organization returning the expenditure  |
| er_city         | Char(30) not null  | City, person or organization returning the expenditure  |
| er_state        | Char(2) not null   | State, person or organization returning the expenditure   |
| er_zip          | Char(5)            | Zip, person or organization returning the expenditure   |
| er_comment      | Char(150)          | Original expenditure purpose  |
| ex_date         | Date not null      | Date of original expenditure  |
| er_date         | Date not null      | Date returned   |
| er_amount       | Money not null     | Amount repaid (does not have to be full amount of original expenditure). . Must be a valid dollar amount greater than 0.00. |

**Notes:** The reference\_id, er\_reference\_id are your (optional) reference IDs for the return and original expenditure, respectively. If an expenditure is returned by a person/organization for reasons other than overpayment, it may be that the return also constitutes a non-monetary contribution. In such a case, it is your responsibility to also report the return amount as a contribution, with the non-monetary flag set to 'Y' (see page 6).

**The ELCTNR.txt File:**

| Column               | Format             | Description   |
|----------------------|--------------------|---|
| Reference ID         | Integer not null   | A required reference ID linking an expenditure and optional contribution to an electioneering report. The value must equal the value of the elecneer_ref_id on both the EXPEND.txt and CONTRIB.txt files. |
| Candidate first name | Char(25)           | Candidate's first name.   |
| Candidate last name  | Char(40) not null  | Candidate's last name.  |
| Office               | Char(100) not null | The office the candidate is running for.  |
| District             | Char(50) not null  | District or jurisdiction where the candidate is running for office  |

**Notes:** The reference ID along with the candidate's name are required. The reference ID must match an electioneering reference ID of an electioneering expense record and the electioneering reference ID of an optional contribution.

## Document Change History

### Revision 1.1

- LOANREPAY.txt, lp\_amount is NOT NULL
- REP.txt, added last three table elements; re\_loan\_repay, re\_repay\_contrib, re\_end\_balance

### Revision 1.2

- Updated table of contents

### Revision 1.3

- Changes to wording on last paragraph, page 2
- Corrected 'varchar(X,Y)' Attribute type to 'Char(X)' in some tables
- Added financial institution information to REP.txt format
- Added loan guarantor information to LOAN.txt format

### Revision 2.0

- CONTROL.txt file is new
- Add expenditure returns – includes a new field in REP.txt, and a new file, EXPENDRETURN.txt.
- Errata in Notes sections

### Revision 2.1

- Errata corrections

### Revision 2.2

- Clarification on vendor\_id Description/Domain, page 4.

### Revision 2.3

- Removed the requirement for a vendor\_id for committees not using third party software for managing their campaign finance reports.

### Revision 2.4

- Added NOT NULL to various columns to prevent file truncation when file is saved as tab delimited.
- Revised Money data type to exclude commas

### Revision 2.5

- Added picture of sample zip file.
- Removed password for the CONTROL.txt file
- Modified the file formats of CONTRIB.txt and EXPEND.txt files and requirements to automate the eFiling of an electioneering report if an expense is an electioneering expense.
- Added a new ELCTNR.txt file for registering candidates on an electioneering communication report.